

Town of Fremont

E7403 Hwy 110 ▪ Fremont, WI 54940

Phone 920.446.2777 Fax 920.446.2778

Town Hall Rental Agreement (Maximum Capacity 60)

Date of Event: _____

Time event will begin: _____ Time event will end: _____

Description of event: _____

Anticipated Group Size: _____

Name of responsible party: _____

Rooms requested: Community room _____ Warming kitchen _____

Small conference room _____

Food and beverage will be brought in: Yes _____ No _____

Town of Fremont Property Owner Rental Fee

Town of Fremont real estate property owner: **\$ 50.00** Security Deposit: **\$ 100.00**

Proof of property ownership and or a certificate of liability insurance may be required. Please submit two (2) separate checks, one for the rental fee and one for the security deposit, made payable to the **Town of Fremont**. Deposit is refundable following inspection of the town hall by a town official. Town officials determine the standard for cleanliness.

PAYMENT IN FULL, PLUS SECURITY DEPOSIT MUST BE MADE TO RESERVE THE REQUESTED DATE

I release, indemnify and hold harmless the Town of Fremont, Waupaca County, from and against any and all loss, damage, claim, demand, liability or expense by reason of any damage or injury to property or person which may be claimed a result of or in connection with this rental, and hereby agree to reimburse the Town of Fremont for any and all cost to repair any damage that may be caused directly or indirectly to the facility during the time period of occupancy and/or use of said premise.

Responsible Party: _____ Signature _____

Address: _____ Phone: _____

Fremont Town Hall Clean – up Check List

General

- △ Leave tables & chairs as you find them (do not slide them on the floor)
- △ Sweep floors (broom and pan located in storage closet)
- △ Mop up any spills you might have had with floor cleaner and water
- △ Dispose of trash – (take your trash with you)
- △ Reset thermostat if used
- △ Windows and doors must be locked before leaving

Kitchen

- △ Wipe down counters, tables and chairs
- △ Sweep floor
- △ Remove all food and other items brought in
- △ Dispose of trash (take your trash with you)
- △ Do not pour grease or coffee grounds down sink

Rest Rooms

- △ Toilets flush automatically, but double check they are left clean
- △ Sweep floor
- △ Wipe sink and countertop
- △ Empty trash baskets
- △ Turn off lights

Outside Property

- △ Pick up any litter your group may have caused (cigarette butts, etc.)

Final Check

- △ Remove all trash from building (take it with you)
- △ Turn off all lights
- △ Lock all exterior doors

△ Sign & Leave this Form on Counter at Clerk's Window

I have personally checked the above items listed. If a town custodian does not feel that the property was cleaned properly your security deposit may be charged or forfeited.

Renter's Name (Print): _____ Date: _____

Renter's Signature: _____ Phone: _____

**ORDINANCE 2013-03-12 RE.
TOWN OF FREMONT TOWN HALL USE REGULATIONS**

WHEREAS, the new Town Hall of the Town of Fremont, Waupaca County, Wisconsin is located at E7403 Hwy 110, Fremont, Wisconsin and

WHEREAS, the Town board has determined that it is in the public interest to make the Town Hall Community room, warming kitchen, restroom facilities, small conference room, and exterior grounds available for public rental.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of Fremont, Waupaca County, Wisconsin, does hereby adopt the following regulations for the use of the Town Hall:

A. WHO MAY USE THE TOWN HALL

The Town Hall community room is available for use by Town of Fremont residents and owners of real property in the town for social gatherings, such as showers, picnics, reunions, etc. To make the hall available to as many people as possible, curtail the cost to taxpayers and to keep our rental fees reasonable, we require everyone to follow the regulations when using the Town Hall. The Town of Fremont retains the right to refuse rental to any organization or individual, as it deems appropriate, necessary, and/or to be in the best interest of the Town of Fremont. Hall rental use is restricted to Town of Fremont real estate owners and residents. The Town Hall may also be made available for use by government agencies, planning commissions, sanitary districts, historical societies, 4H club meetings based in the Town of Fremont. Use by any of these organizations shall be without fee. The town hall cannot be used for gatherings/activities that knowingly promote discriminatory or harassing behavior, be derogatory to any individual/group, or be obscene or pornographic in nature or any other purpose which is illegal or against Town of Fremont ordinances.

B. RESPONSIBILITY

In completing the application form, each individual applicant, group or organization must designate a responsible party who shall be a Town resident or real estate property owner and shall sign the form as applicant. Their responsibility shall include but not be limited to, control of the group using the hall and keeping it clean. **Said party shall not have the right to sublet the facility.** All rules and regulations must be followed. The Town of Fremont has the right to withhold any or all of the deposit it deems necessary to cover the cost of clean up and or repair. **THE SIGNED RESPONBILE PARTY WILL BE HELD RESPONSIBLE FOR ANY COST DUE TO DAMAGE/REPAIR OR MISSING ITEMS FROM THE TOWN HALL.** The applicant shall be liable for such additional cost. This may be collected in any manner authorized by law and may, if necessary, be added as a special charge on the applicant's real estate tax bill.

C. MAINTENANCE OF ROOM(S)/GROUNDS

The rooms and grounds must be put "in order" condition as described below. If not in order when you arrive, please report this or any other conditions that are not as they should be to the Town Clerk's office immediately. The rooms/grounds are in order when:

- The kitchen, floors, counters, table and chairs are returned to clean sanitary condition.
- All of the food and supplies that you have brought in are removed.
- All of the trash/garbage has been bagged and **REMOVED** from the premises.
- All the tables, chairs & equipment have been **CARRIED** to original location.
- The restrooms are left in clean and sanitary conditions.

The **user** is expected to bring all of the necessary cleaning supplies, garbage bags and towels.

D. TOBACCO & HAZARDOUS/ILLEGAL SUBSTANCES

The Town of Fremont is a tobacco **FREE** facility. The use of illegal/hazardous substances is strictly prohibited.

E. ALCOHOL

No use of alcohol shall be permitted when using the facility.

F. DECORATIONS

There shall be no hanging of materials on doors, windows, walls, ceiling or light fixtures with nails, staples, tape, pins tacks, or sticky adhesive. Decorations must be free standing and unattached. Lighted candles, dance wax or any other type of dancing compounds are not allowed. The renter must remove decorations immediately following the event.

G. SALES

No person shall vend, sell or offer for sale any food, beverage or other commodity or article to the public without authorization from the Town Board. Individuals or groups obtaining such authorization are responsible for obtaining all necessary permits/licenses for their function.

H. CHAPERONES

In the event of minors using the town hall, there shall be at least (2) two adult chaperones present for every 25 minors. Adult chaperones must be in attendance during the entire event.

I. BEHAVIOR

Any one using the facility or being on the premises of the town hall and grounds shall be expected to exhibit proper behavior at all times. Failure to comply with the requirements may result in forfeiture of future use of the facility. Disorderly conduct or vandalism may result in immediate expulsion or arrest.

J. ANIMALS

No animals, except those assisting handicapped individuals are allowed in the building.

K. RESERVATIONS

Scheduling for the town hall must be done through the Town of Fremont Clerk. A Town elected official may cancel, limit or modify any permission for use previously granted as is deemed reasonable necessary to accommodate business of the Town or any entity there of. A signed usage application must be signed before the date of the event. The user **must sign and return the usage application and fees** to the Clerk to secure the date for the event. A \$25.00 fee will be held if rental is cancelled later than ten (10) days before the rental date.

L. FEES

Hall rental fees shall be \$50.00 (per day) plus a security deposit of \$100.00. The town reserves the right to require a certified check/money order. Credit/debit cards are not accepted. A town official shall return the security deposit within a reasonable timeline after an inspection of the hall has been completed. Proof of residence/property ownership is required.

M. ROOM ACCESSIBLTY AND KEYS

The community room has a capacity of 60 people. A warming kitchen is available but may not be used for meal preparation; it may be used only for heating and serving food. Applicants are responsible for turning off lights and locking entrance doors. Times of opening and closing shall be indicated on the application form, the rental period ends at twelve (12) midnight. Someone must be present in the building at all times after it is unlocked. To maintain the present heating/cooling temperature, the doors must not be propped open. **THE KEYS MUST BE RETURNED AT THE END OF THE RESERVATION DATE. YOU MAY LEAVE THE KEYS ON THE COUNTER AT CLERK’S WINDOW. YOUR DEPOSIT WILL BE FORFEITED IF KEY(S) ARE NOT RETURNED AND YOU WILL BE HELD RESPONSIBLE FOR THE COST OF RE-KEYING THE DOORS.**

Dated and adopted this _____ day of _____, 2013.

Edward R. Sanders, Chairman

Dan Kohl, East Side Supervisor

Steve Stuebs, West Side Supervisor

ATTEST:

Heidi E. Jacobson, Clerk

1st Reading _____ 2nd Reading _____ Approved by vote _____Ayes _____ Naves

The Town Clerk shall properly post or publish this ordinance as required under s.60.80, Wisconsin Statues.

Town of Fremont
Official Contacts
In Case of Questions or Emergency

1. Heidi Jacobson, Clerk

Home - 920-867-2410

Cell – 920-858-6030

2. Dan Kohl, East Side Supervisor

Home - 920-446-3297

Cell - 920-407-3297

3. Steve Stuebs, Town Chairman

Cell – 920-740-4261

4. Shirley Yaeger, West Side Supervisor

Home 920-867-3830